

STEP BY STEP ART CALL APPLICATION INSTRUCTIONS

Reference this guide for any clarification you may come across in this application process.

1. Click the link: <https://phraclaxcalltoartists.artcall.org/> - this page will list all calls open. Otherwise visit <https://www.thepumphouse.org/calls-to-artists-1/> and follow links and info there.
2. Register or Apply – Login to your existing account or register as a new user
3. Create or update your User Profile
 - a. Your user profile is not the application. This is simply just for us to have your contact information and get a short description of your general works.
 - b. All fields must be filled in
 - c. You can edit your user profile at any time
4. Select 'Add New Submission' button
5. It will then prompt you to pay the \$25 Jury Fee or enter a Coupon/Promo Code
 - a. Payment is required before submission due to how ArtCall is set up, we have no control over allowing payment to happen at end of submission.
 - b. If you are a Pump House Member you qualify for using a Coupon/Promo Code for most of our calls – please contact us to get the code.
6. Once payment is confirmed it will take you to the Add Submissions application section. Fill out all fields as prompted.
7. Once you submit an image it will give you the message that your entry is submitted. This does not mean you are done if you weren't planning to be. You are still able to go back at any time before the call to artists deadline date and edit any info or add or change images. Be sure to edit your existing application, do not create another application.

If you have any questions about this application process please call the Pump House at 608-785-1435 and ask for Scott or Kenzie.